



# *Welcome!*

## **Pre-Proposal Conference**

**WLR – 3<sup>rd</sup> Floor – Remodel/Renovation services**

**RFQ #15-03 Architect & Engineering**

**RFQ #15-04 Construction Management at Risk**

June 3<sup>rd</sup> 2015

# Reminders

- Sign-In
- Drop your business card in container at table
- Silence your cell-phones

Thank You

# Agenda

- Introductions
- Technical Aspects
- Proposal Submittal
- Evaluation
- Website
- Site Tour of WLR 3<sup>rd</sup> Floor
- Debrief/Recap in WLR-104
- Q & A
- Conclude

# Introductions

George Urbano

District Director of Facilities

Robbie Manikis

Project Manager

Emily Garrard

Mark Lillquist

Purchasing

# Solicitation

This is a solicitation for qualified sources of Architect/Engineering services and Construction Management services for the remodeling of the 3<sup>rd</sup> Floor of the WLR building.

The goal is to select a A/E firm to produce construction document for the remodel of the 3<sup>rd</sup> Floor of the WLR and select a Construction Manager to implement the remodel project in a CM at Risk contract.

# Technical Aspects/Objectives

- The project is located on the Winter Haven Campus, 3rd Floor of the multi-story WLR building.
- The entire WLR building is on-line and fully occupied.
- Services and/or the results of services provided in response of this RFQ, cannot cause to disrupt the normal operation of the 1st or 2nd floors without proper approval of the Project Manager.
- 3rd floor occupants and services will be relocated for this project unless directed otherwise.

# Technical Aspects/Objectives

- Services will support the remodel/renovation of the entire 3rd floor, excluding the mechanical room, south end of floor. A total list of spaces will be provided to the awarded firm and must be validated spaces included, but not limited to:
  - Library stack area, study areas, gathering areas, meeting rooms, offices, work rooms and transaction areas
  - Classrooms not associated with library
  - Office spaces not associated with library

# Technical Aspects/Objectives

- Public bathrooms, male/female/family
- Data/electrical rooms
- Custodial closets
- North/south entrance and public stairway
- Area surveillance and remote monitoring
- Access management and control



# Technical Aspects/Objectives

- Services necessary for the temporary relocation of the library operation and related spaces may be included at the direction of the Project Manager.
- Services to support the remodel/renovation of the 2<sup>nd</sup> floor office spaces and classroom/laboratory spaces not included during an earlier RFQ may be added at the direction of the Project Manager.
- Estimated budget for the project is \$5,782,500 to-date Polk State College has been allocated \$2,245,715 in PECO Funds. Polk State College has requested the remainder of the funds to complete the project. However, those funds have not been allocated and subject to uncertain legislative appropriations.

# Restricted Site Visits

**Coordinate all site visits through  
Purchasing**

**Contact: Ms. Emily Garrard**

**863-669-2918**

**[purchasinggroup@polk.edu](mailto:purchasinggroup@polk.edu)**

# Compliance – Florida Statutes

- The procurement will be made in accordance with:
  - Polk State College's Purchasing Manual
  - FS 286.011
    - ✓ Public Meetings
  - FS 119.07
    - ✓ Public Records

All communications must be through Purchasing

# RFQ – Timeline

DATE	DESCRIPTION	LOCATION & TIME
May 15, 2015	RFQ Advertised & Released	
June 3, 2015	Mandatory Pre-Submission Conference	Winter Haven, WLR 104 2:00 p.m. EST
June 10, 2015	Cut-off for questions	5:00pm
June 17, 2015	Submittals Due	Deliver to Purchasing Department Room WAD-139 by 4:00 p.m. EST Proposal announcement in Room WAD-236 immediately thereafter
July 2, 2015 July 16, 2015 July 16, 2015	Eval team meets / Short lists Presentation – A/E Services Presentation – CM at Risk	Short lists to be posted to web site Recommendation for award Recommendation for Award
August 7, 2015	Board Approval	Award announced and posted on dedicated webpage

# If you have Questions

- Any questions shall be in writing to Purchasing Department **via email** at: [mlillquist@polk.edu](mailto:mlillquist@polk.edu)
- Be sure to write in the **subject** line:
- **RFQ 15-03-Question- “company name”  
or RFQ 15-04-Question – “company name”**
- Polk State College will provide written answers in the form of addendum to all proposers and will post them to the proposal webpage no later than June 11, 2015.

ADDRESS QUESTIONS ONLY TO PURCHASING

# Preparing your Submittal

1. **Please use the forms provided within the RFQ package**
2. On the **submission(s)**:

**Company Name**

**Return Address**

- **RFQ # 15-03 Architect & Engineering Services WLR - 3<sup>rd</sup> floor  
Remodel/Renovation  
OR**

**RFQ # 15-04 Construction Management at Risk WLR – 3<sup>rd</sup> Floor  
Remodel/Renovation**

**Due: June 17, 2015 at 4:00 p.m.**

**A box label will be made available on the dedicated webpage**

# Required Bid Forms

- ❑ RFQ #15-03: Proposer Information, W-9, Drug-Free Work Place, Minimum Qualifications, Schedule & Budget Compliance, Current or Completed Projects, Project Photos, Sub-Contractor, Project Architect, Disputes Disclosure, References, Minority/Woman Owned Business Statement
- ❑ RFQ #15-04: Proposer Information, W9, Drug-Free Work Place, Disputes Disclosure, Schedule & Budget Compliance, Project In-Progress or Completed, Project Photos, Project Manager, Project Superintendent, References, Minority/Woman Owned Business Statement

Please refer to each RFQ for the required bid forms

# Submittal

- **Two (2)** electronic copies (flash drives or CDs/DVDs)
  - Documents should be in PDF format only
- **Eight (8)** complete submittals:
  - One (1) marked “Original”
  - Seven (7) marked “Copy”



# Delivering and packing your Submittal

- **Due date: June 17, 2015 at 4:00 p.m. at WAD 139**
- Late bids will **not** be accepted.
- Submittal Opening will be held in Bldg. WAD Room 236 on the 2<sup>nd</sup> Floor.
- Maps and directions to Polk State College are available at the Website at [www.polk.edu/locations](http://www.polk.edu/locations)
- You can mail, courier or hand deliver the submittal to Polk State College.

# Delivering by Mail or Courier

If you are mailing or using a courier carrier be sure they use the following address:

Polk State College

**PURCHASING DEPARTMENT**

**Building: WAD-139**

999 Avenue H, N.E.

Winter Haven, FL 33881-4299

**Note for Courier:**

*Be sure to bring package **directly** to the Purchasing Department, 1<sup>st</sup> Floor of Administration Bldg., next to Cashier, by north-east door.*

# Reminders

- Review the RFQ Checklist to ensure all required components of your bid are appropriately addressed.
- Deliver your submittals to WAD 139 prior to the deadline posted on the RFQ; June 17, 2015.
- If you do not plan to submit, please complete “Statement of No Bid” and fax to 863-297-1085, or email to [purchasinggroup@polk.edu](mailto:purchasinggroup@polk.edu).

# Website for RFQ #15-03 and RFQ #15-04

- Polk State College Purchasing Website is:

[www.polk.edu/purchasing](http://www.polk.edu/purchasing)

- Dedicated Webpage is:

<http://www.polk.edu/purchasing/bids-rfps/rfq-15-03-architect-engineering-svcs-rfq-15-04-cm-risk-wlr-3rd-floor/>

- You will find: All required forms and any **Addendums**

# Evaluation

- Polk State will appoint an **Evaluation Team** consisting of members of administrative staff to evaluate bids.
- Evaluate written proposals to establish short list for oral presentations.
- Evaluate presentations.
- Recommendation of ranking will be submitted to Polk State's President for approval.
- Recommendation submitted to Board of Trustees

# Questions

Are there any questions?

# Thank you for your participation!



There will now be a site tour, after which we will reconvene in this room for any additional questions.